

Division of Milwaukee Child Protective Services On-Call Verification Policy

Policy Number: Adm 06.00

Eliminated/Replaced Policies: N/A

Subject: After-hours, holidays, non-business hours, on-call, unscheduled and scheduled hours/shift.

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Any information referenced within this document is considered to be a part of this policy with the exception of the “related resources” section.

Summary:

The *Division of Milwaukee Child Protective Services (DMCPS) On-Call Verification Form* must be complete for on-call (Afterhours) reimbursement.

Related Resources:

After-Hours Program Policy #449
After-Hours Sign Up Policy IA 40.00
DMCPS On-Call Verification Form (DCF-F-2970)

The *DMCPS On-Call Verification Form* is located on the Department of Children and Families (DCF) Intranet at <http://dcfwebdev/forms/doc/2970.doc> and Human Resource related forms located at <http://dcfwebdev/forms/default.htm>.

Policy:

Each on-call (After-Hours) shift during a two-week (bi-weekly) pay period must be documented on the *DMCPS On-Call Verification form* and entered into PTASWeb. The form may be completed by hand or electronically. When staff handwrites the information, s/he must ensure the completed form(s) is/are legible to everyone.

“On-call management person” is the manager who a staff person will report to during the After-Hours Shift(s) (e.g. Initial Assessment Specialist (IAS) reports to on-call IA Supervisor).

“Staff” references Initial Assessment Specialists, Supervisors and Program Managers who are completing the form for reimbursement of the on-call shift(s).

Procedures:

1. Upon completion of the After-Hours shift, the staff will complete the *DMCPS On-Call Verification form*.
 - a. Complete the *DMCPS On-Call Verification form*:
 - i. Name
 - ii. Classification Type (Job Title)
 - iii. Complete the line and column for the date of the After-Hours/On-Call Shift.
 1. Check Holiday box when applicable; please refer to Central Payroll Calendar for designated legal holidays.
 2. Enter Shift Date, Start and End Time
 3. Total Hours On-Call (e.g. 8, 12, or 15 hours)
2. The staff person submits the *DMCPS On-Call Verification form* to the on-call management person for review by the next business day after the on-call shift.
3. The on-call management person will immediately review and approve the staff's form by initialing in the applicable column/line (e.g. *On-Call Management Approval Column*). The form will be immediately returned to the staff.
 - a. In the event the on-call management person is not approving the form, an explanation will be provided to the staff and their assigned supervisor via email (preferred) or verbally. The form will be returned to the staff.
4. **The staff will submit the completed *DMCPS On-Call Verification form* to his/her assigned supervisor by 10 AM on the Monday after a pay period.**
5. The staff will enter the following information in PTASWeb when submitting a *DMCPS On-Call Verification form*.
 - a. Monday through Friday Shift: *one hour of scheduled* beeper pay for each on-call shift.
 - b. Saturday through Sunday and holidays: *one hour of unscheduled* beeper pay for each on-call shift.
6. The assigned supervisor will review and approve the *DMCPS On-Call Verification form* and PTASWeb. Any discrepancies between the information (on the form and PTASWeb) must be reconciled (e.g. supervisor following up with the on-call management person, staff and/or After-Hour schedules).
7. **The assigned supervisor will submit all *DMCPS On-Call Verification forms* by NOON on the Monday after a pay period, in the basket/bin by the Sweetgum printer, second floor.**
8. The designated office associate (OA) or program manager (PM) will review the *DMCPS On-Call Verification form* for signatures, scan the documents and email the DCF Payroll/Human Resources (DCF HR or DCFHR@Wisconsin.gov) **on Monday following a pay period by 1 PM.**

NOTE: The designated OA or PM will not verify the dates claimed are correct, the on-call management person and the assigned supervisor must verify the information on the *DMCPS On-Call Verification form* and PTASWeb prior to submission.

9. All DMCPS employees will comply with DCF and DMCPS policies and procedures including but not limited to Human Resources and PTASWeb.

NOTE: FAILURE TO FOLLOW THE REVIEW/APPROVAL PROCESS AS OUTLINES IN THIS POLICY MAY RESULT IN THE DELAY OF ON-CALL PAY.

Responsibilities:

Initial Assessment Specialists, Supervisors and Program Managers, Access Section Chief, Initial Assessment Bureau Director and Deputy Administrator.